



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JAMES B. HUNT JR.
GOVERNOR

DAVID MCCOY
SECRETARY

October 22, 1999

Memorandum To: Messrs. Jimmie Beckom, Stuart Sykes, Troy Dover,
Shane Parker, Gary Faulkner, and Tommy Cozart .

From: Len Hill, P.E. *Len Hill*
Deputy Administrator, Preconstruction

Subject: City of Raleigh Bond Projects

The following will serve as minutes of our meeting held on September 14, 1999. The purpose of the meeting was to discuss NCDOT review time and the inadequate nature of the information that has been submitted by the City.

After much discussion, it was generally agreed that the recently developed proposed guidelines for the submittal and review of developer and city projects are acceptable to all parties. NCDOT will make every effort to meet the following schedule for review assuming the City and its consultants make every effort to reasonably conform to NCDOT standards:

1. Preliminary Scoping Meeting: No post-meeting review time will be required. The consultant should be able to use the information gathered at the meeting to begin preliminary plan preparation.
2. 25% Plan Stage - Design Services will require three weeks from the date of receipt of the plans to review the roadway plans, distribute the information to other reviewing units, and compile the comments of reviewing units in a written response to the consultant. Copies of the response will be sent to the District Engineer's office and the City. There will be no meeting required at the 25% stage. The three-week turn around will be possible if the consultant has adequately addressed the issues discussed at the Scoping Meeting.



3. 75% Plan Stage – Design Services will require two weeks from the date of receipt of the plans to review, compile the comments of the reviewing units and prepare a response. The two-week turn around will be possible if the consultant has adequately addressed the issues resulting from the 25% review. Copies of the response will be sent to the District Engineer's office and the City. No meeting will be required at the 75% stage. The City may complete necessary encroachment agreement forms and submit them to the District Engineer's office between the 75% and 100% stages. The District Engineer may call for a field plan review between the 75% and 100% stages.
4. 100% Plan Stage – Design Services will require one week from the date of receipt of the plans to review, compile the comments of the reviewing units and prepare a response. The one-week turn around will be possible if the consultant has adequately addressed the issues resulting from the previous reviews. No meeting will be required at the 100% stage. Design Services will send the approved final plans to the District Engineer's office and will send a copy to the City. After the District Engineer has compiled all the information and plans necessary for the encroachment agreement, he will forward the complete encroachment package to the Utilities Unit of the Right of Way Branch. The Utilities Unit will issue the approved encroachment agreement to the City.

I appreciate the cooperation of those in attendance at the meeting. I believe that we will be able to expedite the bond projects if all the involved parties continue to cooperate. If you have any questions or concerns relative to these minutes, please let me know.

RH/etc

cc. Len Sanderson, P.E.
Jon Nance, P.E.
Debbie Barbour, P.E.
Bob Brown, P.E.
Aydren Flowers
Wayne Johnson